



Western Region Department of Workforce Services

Workshop Schedule

Workshop	Date	Time	Location
Resume Writing: Designed to help job seekers develop a complete, professional resume, a complete reference list and a cover letter and to assist them in understanding job connection resources available for creating a resume.	December 7, 2009	9:00—12:00 noon	Cedar City EC
	January 6, 2010	9:00—12:00 noon	Cedar City EC
	December 17, 2009	1:30—5: 00 pm	Kanab EC
	December 9, 2009	9:00—12:00 noon	St George EC
	December 23, 2009	9:00—12:00 noon	St George EC
	Available on Demand	Contact EC	Panguitch EC
	Available on Demand	Contact EC	Beaver EC
Repackaging Your Skills: Designed to help job seekers identify transferable skills and effectively demonstrate those skills to employers in their job search.	December 8, 2009	9:00—12:00 noon	St George EC
	December 22, 2009	9:00—12:00 noon	St George EC
	December 28, 2009	9:00—12:00 noon	Cedar City EC
	December 10, 2009	1:30—5: 00 pm	Kanab EC
	Available on Demand	Contact EC	Panguitch EC
	Available on Demand	Contact EC	Beaver EC
Job Search With Technology: Learn tools & tips to navigate a successful online job search, including use of electronic job boards, online applications, & sending/posting resumes. (Basic computer skills required).	December 8, 2009	1:00—4:00 pm	St George EC
	December 22, 2009	1:00—4:00 pm	St George EC
	December 21, 2009	9:00—12:00 noon	Cedar City EC
	December 8, 2009	1:30—5:00 pm	Kanab EC
	Available on Demand	Contact EC	Panguitch EC
	Available on Demand	Contact EC	Beaver EC
Interview Skills: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness. Customers must pre-register and arrive on time.	December 9, 2009	1:00—4:00 pm	St George EC
	December 23, 2009	1:00—4:00 pm	St George EC
	December 14, 2009	9:00—12:00 noon	Cedar City EC
	December 15, 2009	1:30—5:00 pm	Kanab EC
	Available on Demand	Contact EC	Panguitch EC
	Available on Demand	Contact EC	Beaver EC

All Local Employment Centers will offer C.O.P.E./Assertive Communication workshop on Demand. This dynamic workshop will help you to communicate, organize, problem solve, and enhance your self-esteem . Learn how choice, change, control and relationships impact your personal and professional life.

Call Local Employment Center for additional information

St George Employment Center 1-435-674-5627

Cedar City Employment Center 1-435-865-6530

Kanab Employment Center 1-435-644-8910

Beaver Employment Center 1-435-438-3580

Panguitch Employment Center 1-435-676-1410

DECEMBER 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		